

**REPORT TO THE
MINUTES OF THE BOARD OF
CARBON COUNTY COMMISSIONERS
REGULAR MEETING
Tuesday, November 17, 2015
County Courthouse, Rawlins, Wyoming**

The regular meeting of the Board of Carbon County Commissioners (BOCC) commenced Tuesday, November 17, 2015 at the County Courthouse in Rawlins, Wyoming. Attending the meeting were; Chairman John Espy; Vice Chairman John Johnson; Commissioners Leo Chapman and Sue Jones. Commissioner Lindy Glode was absent.

Chairman Espy called the meeting to order at 9:00 a.m.

ADDITIONS / CORRECTIONS

There were no additions or corrections to the agenda.

VOUCHERS

Commissioner Jones moved to approve the report of expenditures in the amount of \$127,169.82. Commissioner Johnson seconded and the motion carried unanimously.

Commissioner Chapman moved to approve a bill to Sunrise Sanitation for \$65.00 for a total aggregate today of \$127,234.82. Commissioner Johnson seconded and the motion carried with all voting for the motion except Commissioner Jones who abstained due to a personal conflict.

Vendor	Detail Line Description	Total
AIT LABORATORIES	TESTING	\$165.00
ALL IN ONE SEPTIC & PLUMBING	GREASE TRAP CLEANING	\$1,338.00
ALSCO, AMERICAN LINEN DIVISION	R&B SUPPLIES SHOP	\$139.50
API SYSTEMS INTEGRATORS	MONITORING SERVICE	\$102.00
ASSOCIATES IN FORENSIC	2015 CORONER'S CONFERENCE	\$550.00
BAGGS, TOWN OF	WATER/SEWER SENIOR CENTER	\$173.05
BANGS, DANIELLE	MILEAGE	\$44.50
BANK OF COMMERCE (DEBIT CARD)	CALENDAR	\$18.97
BARKHURST, RAY	MILEAGE	\$34.80
BENNETT, THOMAS L. M.D.	AUTOPSY	\$1,677.00
BERNARDINI, SYLVIA	MEALS	\$133.05
BESEL, KEN	MILEAGE	\$48.00
BI INC.	MONITORING SERVICE/EQUIPMENT	\$4,511.50
BLAKEMAN PROPANE	FIRE UTL HEATING FUEL	\$180.16
BOB BARKER COMPANY, INC.	INMATE SUPPLIES/LOTION	\$732.12
C & B SAND & GRAVEL	DOLAN LANE REPAIRS	\$1,707.40
CARBON CTY ECONOMIC DEVELOPMENT	NOV 15 RENT	\$2,400.00

CARBON POWER & LIGHT INC	ELECTRICITY	\$2,279.37
CATHEDRAL HOME FOR CHILDREN	OCT/SEP 2015 FUNDING	\$1,000.00
CBM FOOD SERVICE	JAIL FOOD	\$7,874.03
CENTURY LINK	PHONE	\$6.31
CHARTER COMMUNICATIONS	JAIL CABLE	\$149.18
CIVIL AIR PATROL MAGAZINE	AD	\$195.00
CNA SURETY	BONDS	\$1,465.00
COAST TO COAST SOLUTIONS	DISPOSABLE GLOVES	\$730.36
CORTHELL AND KING, P.C.	JV-2015-20-CP	\$505.00
DAILY TIMES	INMATE NEWSPAPERS/FLU SHOT AD	\$341.08
DALLIN MOTORS INC	VEHICLE REPAIRS	\$100.10
DIXON, TOWN OF	R&B WATER & SEWER	\$130.00
DUBOIS TELEPHONE EXCHANGE	R&B UTL TELEPHONE	\$41.09
EICHENBERGER, MELISSA	COUNSELING / NOTEBOOKS	\$245.37
ELK MOUNTAIN CONOCO	FUEL	\$124.17
ELK MOUNTAIN, TOWN OF	R&B WATER/SEWER	\$108.32
ENCAMPMENT, TOWN OF	R&B WATER/SEWER	\$83.00
ENGSTROM, JAMES D. DDS	DENTAL SERVICES	\$2,500.00
ERICKSON & ROBERTS	LEGAL SERVICES	\$50.49
FARMER BROTHERS COFFEE	COFFEE	\$173.99
FEDEX	SHIPPING	\$16.88
FREMONT MOTORS – RAWLINS	VEHICLE REPAIRS	\$290.18
GALLS/QUARTERMASTER	TFLN CTD P/C/NAME TAGS/SHIRTS	\$155.39
GCR ELECTRONICS, LLC	SITE RENTAL	\$1,200.00
GOLDEN, MARY	MEALS/MILEAGE/SUPPLIES	\$271.06
GRAINGER	BOX COVER	\$184.50
HAGOOD, VICKI	MILEAGE	\$22.50
HANNA, TOWN OF	WATER/SEWER	\$391.01
HANSON, KEVIN	OVERLOOK RETREAT	\$2,100.00
HERMAN, BOBBIE	MILEAGE	\$27.00
HIGH DESERT WELDING & MACHINE	WELDING SERVICES	\$29.33
IRON J TOWING	TOWING SERVICES	\$927.00
J H KASPAR OIL COMPANY	FUEL	\$6,202.44
JACKALOPE PRINTING	FOAM BDS/ SHEET PROTECTORS	\$27.98
JACK'S BODY & FENDER REPAIR	TOWING SERVICE	\$163.00
JAURE, TONY & BRENDA	HIDDEN VALLEY ESTATES	\$2,100.00
JERRY'S DONUTS	JURY DONUTS	\$31.47
JOHNSTON, RANAE	MEALS/MILEAGE	\$200.55
KAISLER, TODD	MILEAGE	\$54.00
KALUZNY, EMILY	MEALS/MILEAGE/SUPPLIES	\$327.56
KILBURN TIRE COMPANY	VEHICLE MAINTENANCE	\$828.51
KING SOOPERS CUSTOMER CHARGES	UW CC EXTENSION OPEN HOUSE	\$136.16
LARIMER COUNTY SHERIFF'S OFFICE	15002173 SUMMONS	\$17.40

LONG BUILDING TECHNOLOGIES, INC.	ACTUATORS	\$1,328.40
MACPHERSON, KELLY & THOMPSON	JC-15-7 SERVICES/ JV 14-24	\$600.25
MADER, TSCHACHER, PETERSON & CO.	AUDIT	\$1,500.00
MATTHEW BENDER & CO, INC.	COURT RULES SUPPLEMENT	\$460.05
MEDICINE BOW, TOWN OF	WATER/SEWER	\$113.00
MEMORIAL HOSPITAL OF CARBON CTY	HOSPITAL FEES	\$334.10
MERBACK AWARD COMPANY	RETIREMENT PLAQUE	\$166.09
MERCEDES TRANSCRIPTION, INC	MEDICAL FILE TRANSCRIPTION	\$42.57
MIKE'S LOCK & KEY	LOCK REPAIR	\$40.00
MILLER, JIM	MILEAGE	\$30.60
MOBILE CONCRETE, INC	ELK MOUNTAIN BRIDGE CONCRETE	\$1,426.00
MOORE MEDICAL CORP.	JAIL MEDICAL SUPPLIES	\$382.66
MORLEY-BROWN, ANGELA	MEALS/MILEAGE	\$344.47
MPM CORP / EVERGREEN DISPOSAL	TRASH SERVICE	\$85.00
MY OFFICE ETC.	SUPPLIES	\$385.60
NEVE'S UNIFORMS	JACKET	\$187.94
NEWMAN TRAFFIC SIGNS	6 OPEN RANGE SIGNS	\$163.11
NORCO, INC.	CYLINDER RENTAL	\$820.69
OFFICE DEPOT	ASSORTED OFFICE SUPPLIES	\$164.68
OPFAR, CLAUDIA	MILEAGE	\$42.00
PERKINS OIL CO	FUEL	\$2,821.00
PERSONNEL EVALUATION, INC.	PERSONNEL EVAL. PROFILE	\$20.00
PERUE PRINTING	RES APPR CARDS/ENV/TOW SHEETS	\$433.00
PULS, GARY JR.	WHITE ROCKS ESTATES	\$960.00
QUESTAR GAS	BAGGS SR. CENTER GAS	\$66.68
QUILL CORPORATION	ASSORTED OFFICE SUPPLIES	\$56.00
RAWLINS AUTOMOTIVE	VEHICLE MAINTENANCE	\$547.57
RAWLINS EASTSIDE CARWASH	VEHICLE WASHES	\$73.80
RAWLINS FIRE EXTINGUISHER	EXTINGUISHER MAINTENANCE	\$511.00
RAWLINS, CITY OF	WATER/SEWER	\$565.10
ROBIDOUX ENTERPRISES	SPARK PLUGS	\$439.68
ROCKY MOUNTAIN POWER	ELECTRIC	\$11,842.28
ROSENTERER, CATHY	BOOKS	\$66.10
ROSS' AUTOMOTIVE SERVICES	VEHICLE MAINTENANCE	\$257.50
RYAN ELECTRONICS INC	MAINTENANCE CONTRACT	\$5,033.88
SAPP BROS TRUCK STOPS, INC.	BLADE TIRES	\$3,900.00
SARATOGA AUTO PARTS, INC.	VEHICLE MAINTENANCE	\$525.48
SARATOGA SUN	AD PUBLISHING	\$1,337.31
SARATOGA, TOWN OF	WATER/SEWER	\$138.85
SNAKE RIVER PRESS	AD PUBLISHING	\$336.00
SPECIALIZED PATHOLOGY CONSLTS	AUTOPSY	\$3,495.00
STAPLES ADVANTAGE	PAPER/ENVELOPES/BINDERS	\$556.46
SUNRISE SANITATION SERVICE, LLC.	TRASH SERVICE	\$65.00

T.W. ENTERPRISES, INC.	GENERATOR REPAIR	\$1,794.45
TERMINIX	PEST CONTROL	\$161.00
THOMSON REUTERS-WEST PYMT CTR	ATTORNEY DUES & SUBSCRIP	\$1,781.92
TRADING POST	FUEL	\$291.99
TRAVEL DANCE TEAM	PREVENTION & ED AWARD	\$1,000.00
TREVATHAN, SABRINA RMR	TRANSCRIPTION SERVICES	\$991.50
TRUE VALUE OF RAWLINS	MAINTENANCE SUPPLIES	\$390.46
US BANK	VARIOUS CHARGES	\$8,223.08
VAISALA, INC.	MAINTENANCE	\$1,373.75
VALLEY OIL COMPANY	FUEL	\$4,095.89
VAN'S WHOLESALE LLC	JAIL SUPPLIES	\$990.85
VOIANCE LANGUAGE SERVICES LLC	TRANSLATION SERVICES	\$24.75
WALKER, JEANETTE R.	MILEAGE	\$6.25
WELD CO SHERIFF'S OFFICE	SUBPOENA CR-2015-0213	\$44.99
WEX BANK	FUEL	\$914.49
WILLOW CREEK FAMILY MEDICINE	TRAINING POLOS	\$324.00
WILSON, MARGARET	PATCHES/ALTERATIONS	\$109.00
WY BRAND INDUSTRIES	ENVELOPES/LABELS	\$178.90
WY CORONER'S ASSOCIATION	2015 DUES	\$125.00
WY DEPT OF HEALTH	NOV MOTOR VEHICLE BILLING	\$127.00
WY DEPT OF TRANSPORTATION	SAVERY ROAD CN06066/MED BOW BRIDGE CN06062	\$469.96
WY MACHINERY COMPANY	BLADE BATTERY/MAINTENANCE	\$10,416.44
WY STATE FIRE MARSHAL'S OFFICE	F EDUCATION BOOKS	\$664.90
WY WASTE SERVICES-RAWLINS	TRASH SERVICE	\$1,517.07
WY DEPT OF WORKFORCE SERVICES	VOLUNTEERS WORK COMP	\$14.28
YAMPA VALLEY ELECTRIC	ELECTRIC	\$777.17
Grand Total		\$127,234.82

CONSENT AGENDA

Commissioner Johnson moved to approve the consent agenda. Commissioner Chapman seconded and Clerk Bartlett noted the consent agenda includes the November 3, 2015 regular meeting minutes and Clerk of District Court receipts for \$2,695.61. The motion carried unanimously.

ELECTED OFFICIALS / DEPARTMENT HEADS

Sheriff

Jerry Colson, County Sheriff and Archie Roybal, Undersheriff presented a Homeland Security grant agreement to purchase portable radios. The current radios are becoming obsolete and they are difficult to service. The application totaled \$181,328.00 and awarded \$90,664.00.

Commissioner Chapman moved to authorize the Chairman's signature on the grant agreement with the Office of Homeland Security for Grant FY 2015 HSGP Project ID 15-GPD-CAR-LS-HLE15 in the amount of \$90,664.00. Commissioner Johnson seconded and the motion carried unanimously.

Sheriff Colson reported that during the last session the legislature appropriated \$25,000.00 to each county for Kevin's Law, the lifesaver program where searchers can more easily find a missing person with disabilities. The county has 347 at-risk individuals in the county. Sheriff Colson asked that the BOCC allow him to apply for this and that his application identifies 20 individuals in need of this program. After the end of this fiscal year the Sheriff will have to report to the Department of Homeland Security with statistics.

Commissioner Johnson moved that pending approval by the county attorney to approve the Wyoming Lifesaver Program Grant Application in the amount of \$22,814.00. Commissioner Jones seconded and the motion carried unanimously.

IT

Matt Webster, IT Director reported that many of the county's cell phones with Union will no longer work. The county has 23 2G, non-smart phones and there are only 3 models available to replace these, the cheapest being only \$49.00.

Commissioner Jones moved to authorize the IT Director to upgrade 23 cell phones at \$49.00 each. Commissioner Chapman seconded and the motion carried unanimously.

Mr. Webster reported he will be completing an inventory of IT equipment and recommending only tracking all computers, printers and items over \$200.00. After discussion the BOCC asked him to track all equipment including phones, computers and printers and anything purchased worth more than \$200.00.

Attorney

Ashley Davis, Deputy County Attorney discussed the Access Agreement to the Hugus Ferguson Building prepared by Kelly Bohanan at the Museum. The initial agreement was for the access coordinator to be the Museum Director but Attorney Davis suggested someone else with a better understanding of buildings be the coordinator. She stated the proposed agreement includes contractors however she proposes this be for members of the public with a different type of agreement for contractors. There was further discussion and the BOCC ultimately determined the Museum Director should be the coordinator. Ms. Davis stated she would make the change and bring this back later today.

Attorney Davis reported the Carbon County Visitors Council requested she add a resolution to the BOCC agenda however this was not necessary as the Visitor's Council can approve their own.

Commissioner Chapman moved to authorize the Chairman's signature on the Volunteers of America Northern Rockies (VOA)/ Office of Juvenile Justice and Delinquency Prevention (OJJDP) 2012/2013 Nonparticipating State Award Subgrant Quarterly Report. Commissioner Jones seconded and the motion carried unanimously.

Clerk

Gwynn Bartlett, County Clerk discussed an application submitted by John Zeiger to increase the EMPG Homeland Security grant by a total of \$3,306.61. The additional funds will cover the Code Red upgrade the county paid for on behalf of the City of Rawlins recently and the county knew we would need to apply for these additional funds at this time. She also presented a new grant agreement for funds Mr. Zeiger applied for recently that will pay for a video projector, portable radios and trainings.

Commissioner Johnson moved to authorize the Chairman's signature on the grant agreement with Office of Homeland Security for FFY15 Emergency Management Performance Grant (EMPG) to increase the award by \$3,306.61 for a total of \$33,306.61, Project ID 15-GPD-CAR-EM-GCF15. Commissioner Chapman seconded and the motion carried unanimously.

Commissioner Johnson moved to authorize the Chairman's signature on the grant agreement for U.S. Department of Homeland Security (DHS) Federal Emergency Management Agency (FEMA), Grant Programs Directorate, State Homeland Security Program (SHSP) Grant Fiscal Year 2015 Project ID 15-GPD-CAR-SC-HSG15 in the amount of \$65,025.00. Commissioner Jones seconded and the motion carried unanimously.

Clerk Bartlett reported that she did not receive any applications for the Senior Services Board for the Elk Mountain area but received one for the Rawlins Carbon County Airport Board from Aaron Durst.

Commissioner Jones moved to appoint Aaron Durst to the Rawlins Carbon County Airport Board for the remainder of a 5-year unexpired term ending January 2020. Commissioner Chapman seconded and the motion carried unanimously.

Clerk Bartlett reported the county owns a 2002 Ford sport utility vehicle that the Public Library Board and employees use. She reported after looking into an insurance question for the library she realized the county owns this and recommends signing ownership of this over to the library board. She stated that the Local Government Liability Pool recommends this as the county has no written agreement for the library's use of this vehicle. The only additional cost to the library should be insurance as they already maintain and fuel the vehicle.

Commissioner Chapman moved to donate a 2002 Ford VIN# 1FMNU41S22EB97434 to the Public Library Board of Carbon County. Commissioner Jones seconded and the motion carried unanimously.

Buildings & Grounds

Craig Jones, County Buildings Manager reported that he requested bids from three contractors for blinds for the Carbon Building. He received two bids from The Blind Guy of Casper for \$54,375.91 and Budget Blinds of Casper bid \$45,150.00. He stated quality wise he feels like the lower bid is acceptable and recommends accepting this bid and noted this price includes labor and materials.

Commissioner Johnson moved to waive the procurement policy and accept the low bid for blinds at the Carbon Building from Budget Blinds of Casper for \$45,150.00. Commissioner Jones seconded and the motion carried unanimously.

Mr. Jones reported if there is a color choice he will ask Commissioner Glode. Commissioner Johnson asked Mr. Jones if he has hired a maintenance person yet and he reported that he hopes to have this completed by next week.

Mr. Jones requested and received authorization to allow individuals to help themselves to old fluorescent light fixtures removed from the Carbon Building as he doesn't feel it would be worth advertising to sell these.

Planning & Development

Sid Fox, County Planning Director presented a letter to the Bureau of Land Management requesting the county be a cooperating agency for the Lost Creek Uranium and the Chairman signed it.

Mr. Fox discussed Civeo's use of the county owned property at Skyline Acres for temporary housing. The Zoning Resolution was amended in October and there is no conditional use for residential in a heavy industrial zone, which Skyline Acres is zoned. He recommended that to allow residential uses on the county owned property at Skyline Acres the county could change zoning to limited industrial or change the Zoning Resolution to allow residential in a heavy industrial zone. Commissioner Johnson asked if Mr. Fox should take this to the Planning & Zoning Commission for a recommendation. Mr. Fox stated he plans to do this but since the county is the landowner, the applicant and the county must apply to change the zoning. The BOCC discussed that the zoning should be changed to limited industrial regardless of Civeo's use and asked Mr. Fox to make this application. Mr. Fox suggested adjacent landowners be notified about the zone change application to allow them to participate.

Mr. Fox reported in May the City of Rawlins requested the Bureau of Land Management revise the geographic area of the Upper Sage Creek Basin Resource Management Plan. There is a meeting this Friday discussing this further.

Mr. Fox reported there is a meeting December 7 to discuss the Environmental Impact Statement for the Continental Divide Creston for the gas wells in Carbon and Sweetwater Counties and he reminded the BOCC they can comment until November 20. Mr. Fox also reported comments on the Transwest Express Transmission Line Plan of Development are due November 25. Mr. Fox added FEMA National Flood Insurance program has started their flood plan maps (risk maps) and he is participating in this process. He stated this is important because in order for individuals to purchase flood insurance counties and municipalities must participate and try to avoid development in designated areas.

Treasurer

Cindy Baldwin, County Treasurer reported property tax collections are coming in well and she reported on various account balances.

Road & Bridge

Bill Nation, Road & Bridge Superintendent reported the Sage Creek Road project punch list is almost complete by the contractor. There will be a couple areas in the forest area that will have to be seeded next year. Central Federal Highway's will issue a project completion for this phase soon.

Mr. Nation reported the old Elk Mountain Bridge has been removed and the two trusses are on site. He reported on work throughout the county including trying to keep the roads from Saratoga and Rawlins to the forest open. Mr. Nation is interviewing for open positions and hopes to hire Rawlins and Saratoga positions later this month.

Attorney

Attorney Davis returned and presented the revised and final Hugus Ferguson access agreement.

Commissioner Chapman moved to approve the Policy and Procedures Hugus Ferguson Access Agreement and designate the Museum Director as the access coordinator. Commissioner Jones seconded and the motion carried unanimously.

Commissioners

Commissioner Jones reported the county's Apron Expansion project at the Dixon Airport was over budget by \$1,110.28 and presented a letter to the Federal Aviation Administration requesting an amendment to the grant for AIP 03-56-0038-015-2015 to cover the difference. The federal share would be \$999.00 and the county's share \$111.28.

Commissioner Jones moved to authorize the Chairman's signature on the letter to the Federal Aviation Administration requesting an amendment to the grant for AIP 03-56-0038-015-2015 increasing the federal share by \$999.00 and the county's share by \$111.28. Commissioner Chapman seconded and the motion carried unanimously.

Commissioner Chapman moved to allow excess vacation time employees lose to be added to the sick leave donation bank. Commissioner Jones seconded and there was discussion of the parameters surrounding the use of this time. Clerk Bartlett explained the county's personnel policy outlines the use of this and individuals must have exhausted their own sick and vacation time prior to receiving donations from this bank. The motion carried unanimously.

Commissioner Jones reported a GPS instrument approach will likely be installed at the Dixon Airport soon.

Commissioner Chapman reported he discussed a request to Cindy Wallace, Carbon County Economic Development Corporation (CCEDC) Director for property to construct a data center. He mentioned there is a section of land owned by Anadarko near the City of Rawlins dump road and he proposed discussing the potential purchase of the property with Anadarko. Commissioner Jones stated she wouldn't have an issue discussing a price with Anadarko however she hesitated in having the county purchase this and suggested CCEDC purchase it. Mr. Fox suggested discussing with Anadarko a right of first refusal to allow a developer to own the property.

EXECUTIVE SESSION

Commissioner Johnson moved to go into executive session at 11:15 a.m. with Clerk Bartlett and Ashley Davis to discuss personnel and other matters considered confidential by law. Commissioner Jones seconded and the motion carried unanimously.

Commissioner Chapman moved to come out of executive session at 11:34 a.m. noting no action was taken and that the minutes be signed and sealed. Commissioner Johnson seconded and the motion carried unanimously.

ADJOURNMENT

Commissioner Johnson moved to adjourn the meeting at 11:35 a.m. Commissioner Chapman seconded and the motion carried unanimously.

A regular meeting of this Board will be held December 15, 2015 at 9:00 a.m. at the County Courthouse, 415 W. Pine St., Rawlins, WY. The public is invited to attend or you can listen online at the website listed below. To get on the agenda, call the Clerk's Office by the Thursday before the meeting. Per Wyo. Stat. §18-3-516(f), access to county information can be obtained at www.carbonwy.com or by calling the Clerk's Office at (307) 328-2668 or 1-800-250-9812.